

# City of Brisbane Report

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**TO:** Honorable Mayor and City Council via the City Manager  
Planning Commission via the Community Development Director  
California Department of Housing and Community Development

**FROM:** Tim Tune, Senior Planner

**DATE:** September 30, 2005

**SUBJECT:** Annual Progress Report on Implementation of the Housing Element

Per 1999-2006 Housing Element Program H19b and as required by State law [Government Code Section 65400(b)(2)], the following report has been prepared on the progress made in implementing the policies and programs of the General Plan's Housing Element. In addition, this information is provided to demonstrate the City's successful implementation of those programs [H1a, H2h & H4a(4)] specifically identified by the California Department of Housing and Community Development in its finding that the Housing Element complied with the requirements of State housing element law.

<b>Policy H1</b>	<b>Strive to attain and maintain a balance of housing types (single and multi-family units, mobilehomes), sizes (number of bedrooms), tenure (owner occupied and rentals) and affordability to all income levels.</b>
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*Program H1a: Consistent with the 1994 General Plan, amend the Zoning Ordinance and Zoning Map to provide suitable sites for the development of single-family and multi-family units and mobilehomes to address the existing and projected housing needs consistent with California Government Code Section 65583c.*

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*Program H1a(1): Amend the Zoning Map to revise district boundaries in order to be consistent with the General Plan land use designations and policies. An example would be to revise the boundaries of the SCRO-1 District to coincide with the boundaries of the unrecorded Highway Lots which are currently split-zoned, which would provide greater opportunities for affordable housing construction.*

Purpose: Facilitate the construction of adequate housing to meet the projected range of housing needs.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2002, the NCRO-2 District zoning regulations were updated to encourage development, including mixed-use projects, in the Downtown Brisbane commercial district. In 2003, the SCRO-1 and R-BA District boundaries were revised. The City Council is currently considering a recommendation from the Planning Commission to prezone the Quarry site to allow a proposed residential development.

***Program H1b: Encourage the development of a broad range of housing types, sizes, tenure, and affordability in order to ensure the City's capacity to meet the identified range of housing needs.***

Purpose: Allow for a broad distribution of housing types, sizes, and prices.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, Planning Commission, City Council, Redevelopment Agency; *Private Sector:* owners/developers of private property; non-profit housing development organizations.

Funding Sources: City funds; Redevelopment Agency funds; private funds.

Status: In 2003, the City Council adopted Ordinance No. 479 providing for administrative approval of secondary dwelling units, consistent with State law. Also in 2003, the Planning Commission approved a mixed-use project in the NCRO-2 District at 300 Visitacion Avenue, and the Community Development Director approved a Secondary Dwelling Unit Permit at 395 Alvarado Street. In 2003-2004, Building Permits were issued to improve or rehabilitate mixed use projects at 300 Visitacion Avenue, 107 Visitacion Avenue and 103-105 Visitacion Avenue. This year, the Planning Commission and City Council approved a number of planning permits for Peninsula Habitat for Humanity to build 5 multi-family units at (20) Plumas Street and 2 single-family units at (700) San Bruno Avenue, all of which are to be affordable to very-low-income households. A total of 52 multi-family units have also been approved at 1, 601 and 661 San Bruno Avenue and 3710-3760 Bayshore Boulevard.

***Program H1c: Simplify the "substandard lot" provisions of the Zoning Ordinance.***

Purpose: Facilitate reasonable development of appropriate non-conforming infill lots through zoning ordinance amendments.

Time Frame: June 2003.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2001, the Planning Commission held a study session on substandard lots, concluding that the ordinance should be updated to include certain exceptions. An implementing ordinance has yet to be drafted for public hearing. In the meantime, the issue is dealt with on a case-by-case basis, with the Planning Commission approving a Variance in 2001 to allow development of a substandard lot at 230 Humboldt Road. In 2003, substandard lots were administratively recognized as building sites at (80) Santa Clara Street and (685) Sierra Point

Road. On a related note, in 2003, the City Council adopted new provisions to allow multiple-unit development on substandard lots not less than 4,950 sq. ft. in the R-2 and R-3 Districts.

***Program H1d: Examine the Zoning Ordinance regulations permitting secondary dwelling units in single-family districts to determine if the requirements should be amended to better address issues of housing availability and affordability without detriment to health and safety.***

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***Program H1d(1): Consider requiring an Agreement and Declaration of Restrictions for properties with new secondary dwelling units so that the primary or secondary unit is occupied by a low- or moderate-income household.***

Purpose: Encourage production by the private market of rental units for low- and moderate-income households and the elderly.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2001-2002, the Planning Commission considered income-restrictions for households occupying secondary dwelling units, but recommended that they not be included in the ordinance updating the R-1 & R-BA Districts. In 2002, the Planning Commission approved a Use Permit for a secondary dwelling unit at 432 Klamath Street. Also that year, the City Council adopted Ordinance No. 463, increasing in the maximum unit size allowed for secondary dwelling units. In 2003, the City Council adopted Ordinance No. 479 that provided for administrative approval of secondary dwelling units subject to specific development standards, replacing the discretionary Use Permit findings for approval. In 2003, the Community Development Director approved a secondary dwelling unit permit at 395 Alvarado Street. In 2004, a secondary dwelling unit permit was approved at 265 Sierra Point Road. This year, one was approved at 35 San Benito Road.

***Program H1e: Clarify the provisions in the Zoning Ordinance that allow manufactured housing as a permitted use and mobilehome parks as a conditional use in residential and mixed-use districts.***

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***Program H1e(1): Revise the Zoning Ordinance to require a public hearing before a mobilehome park may be converted to another permitted use.***

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***Program H1e(2): Consider methods of maintaining the affordability provided by a mobilehome park within the community when a conversion is proposed.***

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***Program H1e(3): Repeal the existing density standards for mobilehome park development and adopt new standards consistent with the Mobile Home Parks Act (California Code of Regulations, Title 25, Chapter 2).***

Purpose: Facilitate affordable housing construction and mobilehome parks to provide housing opportunities for very-low-, low- and moderate- income households.

Time Frame: June 2003.

Responsible Parties: Community Development Department; Planning Commission; City Council.

Funding Source: City funds.

Status: In 1998, new definitions were adopted by the City Council to make clear that a "mobilehome" falls under the category of "single-family dwelling." In 2000, the regulations for the SCRO-1 District, within which the existing mobilehome park is located, were adopted, making all uses within the district conditional, so that no change in use could occur without a public hearing before the Planning Commission. In 2003, the City Council amended the zoning regulations for the R-1, R-2 & R-3 Districts, allowing mobilehome parks as conditional uses. This year, the Planning Commission is conducting study sessions on updating the standards for "trailer courts" (Brisbane Municipal Code Section 17.32.110).

***Program H1f: Develop a public awareness campaign to inform Brisbane residents and businesses, developers, non-profit housing development organizations and other groups about housing policies and opportunities in Brisbane. Use local publications such as the Brisbane Star and the Chamber of Commerce newsletter, bulk mailing, flyers and other means of distributing information on City housing policies, local achievements, programs of other agencies, housing information and counseling programs, and State housing laws.***

Purpose: Inform the public about housing goals, programs and opportunities and encourage participation in the development of housing that meets the City's goals and needs.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department; *Private Sector:* Brisbane Chamber of Commerce and other participating groups.

Funding Source: City funds, Redevelopment Agency funds, private funds.

Status: In 2003, an article on State housing laws was published in the "Brisbane Star" community newsletter. In 2004, the City sponsored a very-well-attended seminar for first-time home buyers, and an article on the City's first-time home buyers program was included in the "Brisbane Star." Late last year, the City's First-Time Homebuyers program was publicized in an article in the San Francisco Chronicle. This year, the City's website has been expanded to include the Housing Element's policies and programs on line, as well as a listing of approved, in-process and potential housing developments, with links to other housing programs to be added soon.

<b>Policy H2</b>	<b>Encourage development of affordable housing specifically designed for the elderly and persons with disabilities or other special needs.</b>
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***Program H2a: Identify suitable sites for housing for the elderly and persons with disabilities or other special needs.***

Purpose: Call attention to sites that can best serve special needs. Encourage the development of suitable units on these and other sites through use of City Redevelopment Funds, local and State subsidy programs and by private non-profit development groups.

Time Frame: On-going.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: This year, the Planning Commission approved a number of planning permits to build a unit specifically designed to be accessible to persons with disabilities in a 5-unit complex at (20) Plumas Street, a site for which the Redevelopment Agency is writing down 100% of the land value in transferring it to the developer, Peninsula Habitat for Humanity.

***Program H2b: To encourage housing designed for persons with disabilities, reduce the parking requirements for units designed and dedicated for use by persons with disabilities and provide a density bonus for housing projects of 20 units or more that provide at least 8% of the units for persons with disabilities.***

Purpose: Assure full access to a range of housing by persons with disabilities.

Timeframe: June 2003.

Responsible Parties: *Public Sector:* Community Development Department, Planning Commission, City Council; *Private Sector:* Private property owners and developers, non-profit housing development organizations.

Funding Source: Public and private funds.

Status: In 2002, the Planning Commission considered density bonuses at two study sessions. In 2003, the City Council adopted special provisions for accessibility improvement permits. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning Commission then held follow-up study sessions. Currently, a density bonus ordinance is being drafted. A draft ordinance is also still before the City Council to revise the parking regulations for units designed and dedicated for use by persons with disabilities.

***Program H2c: To encourage housing for the elderly, reduce the parking requirements for units designed and dedicated for use by elderly persons and provide a density bonus greater than required by State law.***

Purpose: Reflect the special needs of the elderly.

Timeframe: June 2003.

Responsible Parties: Community Development Department, Planning Commission, City Council

Funding Source: City funds.

Status: In 2002, the Planning Commission considered the subject of density bonuses at two study sessions. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning

Commission then held follow-up study sessions. Currently, a density bonus ordinance is being drafted. A draft ordinance is also still before the City Council to revise the parking regulations for units designed and dedicated for use by elderly persons.

***Program H2d: Continue to allow residential uses above or behind storefront uses in the NCRO-2 Downtown Brisbane Neighborhood Commercial District and encourage residential uses in new mixed-use developments in designated zoning districts.***

Purpose: Encourage development of modestly sized and affordably priced units close to shopping and services.

Time frame: Ongoing.

Responsible Party: Community Development Department.

Funding Source: City funds and private funds.

Status: In 2000, the SCRO-1 District regulations were adopted to conditionally allow mixed uses. In 2002, the NCRO-2 District zoning regulations were adopted to conditionally allow mixed uses. In 2003-2004, Building Permits were issued to improve or rehabilitate mixed use projects at 300 Visitacion Avenue, 107 Visitacion Avenue and 103-105 Visitacion Avenue. This year, the Planning Commission approved a project at 1 San Bruno Avenue that includes 15 residential units over approximately 3,700 sq. ft. of commercial space.

***Program H2d(1): Encourage maintenance of existing units in the NCRO-2 Downtown Brisbane Neighborhood Commercial District through the use of Redevelopment Low and Moderate Income Housing Funds, County, State and Federal rehabilitation funds.***

Purpose: Maintain existing rental housing stock.

Time frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, Redevelopment Agency, other public agencies; *Private Sector:* Property owners.

Funding Source: Public and private funds.

Status: While there has been no activity regarding this program as of this date, the private sector has been able to improve existing units at 103-105, 107 and 300 Visitacion Avenue without assistance.

***Program H2e: Encourage participation in the Human Investment Program (HIP)'s shared housing program which helps find suitable housing for the elderly, single-parent families and persons with special needs, through financial support, publicity and referrals.***

Purpose: Help provide affordable housing opportunities through shared households.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, Redevelopment Agency; *Private Sector:* HIP, private property owners.

Status: An article has been drafted for inclusion in an upcoming issue of the "Brisbane Star" or on the City's website.

***Program H2f: To encourage housing units designed and dedicated for use by large families with low- and very-low incomes and other households with special needs, provide a density bonus greater than required by State law.***

Purpose: Assure adequate housing for households with special needs.

Timeframe: June 2003.

Responsible Parties: *Public Sector:* Community Development Department, Planning Commission, City Council; *Private Sector:* Private property owners and developers

Funding Source: City funds, private funds.

Status: In 2002, the Planning Commission considered the subject of density bonuses at two study sessions. In 2003, the City Council adopted special provisions for accessibility improvement permits. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning Commission then held follow-up study sessions. Currently, a density bonus ordinance is being drafted. Also this year, in approving Peninsula Habitat for Humanity's very-low-income-affordable project at (20) Plumas Street, the Planning Commission granted a number of modifications of code requirements in lieu of a density bonus.

***Program H2g: Cooperate with the County of San Mateo in developing programs to provide shelter and services to the homeless by participating in the development of the Homeless Continuum of Care Plan for San Mateo County.***

Purpose: Establish efficient and effective programs to serve the homeless.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, Police Department; County of San Mateo, other cities in San Mateo County; *Private Sector:* nonprofit housing and assistance agencies.

Funding Source: City funds, private funds.

Status: Ongoing.

***Program H2h: Promptly process Use Permits for group homes that provide emergency shelter and transitional housing in the SCRO-1 District.***

Purpose: Encourage and facilitate the development of emergency shelter and transitional housing for the homeless in locations with convenient access to public transit.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department; *Private Sector:* Property owners and developers.

Funding Source: City funds, private funds.

Status: In 2000, the SCRO-1 District regulations were adopted to provide for such uses. No new applications have been submitted.

<b>Policy H3</b>	<b>Discourage the conversion of existing apartment buildings to condominiums or cooperatives unless it is demonstrated that such conversion would not adversely affect the rental market or that the conversion would provide</b>
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unique housing opportunities for very-low-, low- and/or moderate-income households.

***Program H3a. Refine the current Zoning Ordinance standards for condominium conversions of existing rental units to reflect current law and City policy.***

Purpose: Retain rental opportunities and provide ownership opportunities for very-low-, low- and/or moderate-income households.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2002-2003, the Planning Commission considered condominium regulations at five study sessions. A draft ordinance is in preparation.

<b>Policy H4</b>	<b>Distinguish between those local governmental regulations that are necessary for the protection of public health, safety and welfare and those which could be modified to lessen adverse effects on the provision of housing. Reduce or eliminate constraints as much as possible.</b>
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***Program H4a: Systematically evaluate the City's zoning ordinance, the development review process and the building permit process. Implement changes to the codes and procedures where appropriate. Pass on any significant savings in processing costs to applicants through reduced application fees.***

Purpose: Improve the processing of housing development applications by providing greater assistance to applicants, improving efficiency and reducing costs.

Time Frame: Ongoing.

Responsible Parties: City Council, Community Development Department, Public Works Department, Fire Department.

Funding Source: City funds

Status: In 2000, the SCRO-1 District regulations were updated. In 2002, the NCRO-2 District regulations were updated and the zoning regulations for the R-1, R-2 & R-3 Districts were amended. In 2003, the Fire Code and R-BA District regulations were updated, and the Secondary Dwelling Unit regulations were revised per State law, providing for administrative approval of permits. As a result, the application fee was reduced in 2004. Also in 2004, the fee for Certificates of Compliance issued per Government Code Section 66499.35(c) was reduced.

***Program H4a(1): Process zoning ordinance amendments to tie the parking requirements to unit size for all dwelling units, including secondary dwelling units.***

Purpose: Provide a more direct relationship between the parking requirements and projected parking demand, which may encourage smaller and more affordable housing units.

Time Frame: December 2002

Responsible Parties: Community Development Department.



Funding Source: City funds

Status: In 2000 and 2003, the Planning Commission conducted study sessions on the subject of residential parking regulations. In 2004, the Commission recommended amending the parking regulations to tie the requirements for all residential units to floor area. Currently, the City Council is still considering the recommended ordinance.

***Program H4a(2): Adopt floor area ratio standards that encourage affordable multi-family development in the R-2 and R-3 Districts.***

Purpose: Avoid unnecessary constraints upon multi-family development.

Time Frame: December 2002.

Responsible Parties: Community Development Department.

Funding Source: City funds

Status: In 2002, the City Council adopted floor area ratio standards for the R-1, R-2 & R-3 Districts. In 2004, subsequent revisions were adopted per Ordinance No. 485 so as not to discourage multi-family development in the R-2 & R-3 Districts.

***Program H4a(3): Adopt an ordinance consistent with State law to merge substandard lots as appropriate in the R-1, R-2 and R-3 Districts.***

Purpose: Provide suitable sites for multifamily development in the R-2 and R-3 Districts by aggregating substandard lots, while providing development opportunities for suitable substandard lots in the R-1 District.

Time Frame: December 2002.

Responsible Parties: Community Development Department.

Funding Source: City funds

Status: In 2001, the Planning Commission held a study session on substandard lots, concluding that the merger ordinance should be updated to include certain exceptions. An ordinance has yet to be drafted for public hearing. In the meantime, the issue is dealt with on a case-by-case basis, with the Planning Commission approving a Variance in 2001 to allow development of a substandard lot at 230 Humboldt Road. In 2003, substandard lots were administratively recognized as building sites at (80) Santa Clara Street and (685) Sierra Point Road. Owners of multiple substandard lots are routinely requested to voluntarily merge their lots when applying for building permits.

***Program H4a(4): Amend the zoning ordinance to conditionally permit dwelling groups in the R-2 and R-3 Districts.***

Purpose: Provide more flexibility in the design of multiple unit projects.

Time Frame: December 2002.

Responsible Parties: Community Development Department.

Funding Source: City funds

Status: In 2002, the City Council amended the R-2 & R-3 Districts regulations to conditionally permit dwelling groups.

***Program H4b: Evaluate City staffing requirements with regard to improving procedures for processing development applications.***

Purpose: Improve the efficiency of City operations and provide better service to applicants for housing development projects.

Time Frame: Annually, as part of the budget process.

Responsible Parties: Community Development Department, City Manager, City Council.

Funding Source: City funds.

Status: Staff requirements are considered by the City Council before the annual budget is adopted each year.

**Policy H4(1) Identify constraints on the provision of housing resulting from the authority of County, Regional, State and Federal agencies. Distinguish between those regulations that are necessary for the protection of public, health, safety and welfare and those which could be modified to lessen adverse effects on the provision of housing. Cooperate with the League of California Cities to identify and address these constraints.**

***Program H4(1)a: As issues arise regarding constraints on affordable housing posed by the authority of other agencies, act to make the agencies aware of the constraints and encourage them take appropriate action.***

Purpose: Address constraints on the production of affordable housing resulting from the authority of other agencies.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, City Manager, City Council; League of California Cities

Funding Source: City funds.

Status: No such issues have arisen since adoption of the Housing Element.

**Policy H5 Promote equal housing opportunities.**

***Program H5a: Develop an action plan to inform the community of equal housing opportunity laws and resource opportunities, including mediation services and investigative and enforcement agencies, through informational handouts made available at public offices, real estate offices, and in local publications such as the Brisbane Star as part of a Public Awareness Campaign.***

Purpose: Promote equal housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status or disability, and public awareness of fair housing laws.

Time Frame: Update current handouts by December 2002 and maintain at least annually thereafter.

Responsible Party: Community Development Department.

Funding Source: City funds.

Status: In 2003, articles entitled "Equal Housing Opportunity Laws and Resource Opportunities" and "Tenant/Landlord Rights" were published in issues of the "Brisbane Star."

***Program H5b: Analyze and determine whether there are constraints on the development, maintenance and improvement of housing intended for persons with disabilities, consistent with Senate Bill 520 enacted January 1, 2002, the federal Fair Housing Act and the California Fair Employment and Housing Act. Include in the analysis an evaluation of existing land use controls, permit processing procedures, and building codes. Address any constraints found by removing them or providing reasonable accommodation for housing intended for persons with disabilities.***

Purpose: Comply with State and Federal law.

Time Frame: December 2002.

Responsible Party: Community Development Department.

Funding Source: City funds.

Status: This analysis was conducted by the Planning Commission at study session in 2002. As a result, Ordinance No. 483-A was adopted in 2003, creating a process by which Accessibility Improvement Permits can be approved by the Zoning Administrator. In addition to the current process to modify the parking regulations per Brisbane Municipal Code Section 17.32.070, the City Council is also currently considering an ordinance revising the parking regulations for units designed and dedicated for use by persons with disabilities.

***Program H5c: Adopt and publicize a no-fee Zoning Administrator/Building Official procedure for promptly processing Requests for Reasonable Accommodation for Individuals with Disabilities, subject to public notice and findings, including whether a requested accommodation is reasonable within the meaning of fair housing laws, so as not to impose undue financial and administrative burdens on the City or require a fundamental alteration in the nature of the City's building and zoning regulations.***

Purpose: Comply with State and Federal law.

Time Frame: December 2002.

Responsible Party: Community Development Department.

Funding Source: City funds

Status: Effective November 1, 2002, Section 104.2.7 of the 2001 California Building Code authorized the Building Official to grant modifications for individual cases. Ordinance No. 483-A was adopted in 2003, creating a process by which Accessibility Improvement Permits can be approved by the Zoning Administrator. The City Council approved a subsidized fee (based upon a 25% rate of recovery of actual processing costs) for Accessibility Improvement Permits in 2004.

<b>Policy H6</b>	<b>Require that a portion of the units in new developments be affordable to low- and moderate-income households.</b>
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***Program H6a: Adopt an inclusionary housing program that results in benefit to low- and moderate-income households and that addresses the following issues associated with inclusionary requirements:***

- a. Establish a threshold for project size that does not discourage infill multi-family development.***

- b. *Establish a threshold for the number of inclusionary units that does not place an excessive cost transfer to the market rate units in a project.*
- c. *Make certain that the inclusionary program results in long-term affordability and does not result in a "windfall" to any individual household.*
- d. *Include alternatives to the construction of inclusionary units within a project that could result in greater benefit to low- and moderate-income households or to special needs households.*
- e. *Consider a waiver to inclusionary requirements for projects that transfer development rights.*
- f. *Consider a waiver to inclusionary requirements for mixed-use development in the NCRO-2 District.*

Purpose: Assure benefit to low- and moderate-income households from new housing construction.

Time Frame: June 2003.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2002 and 2003, the Planning Commission considered inclusionary housing requirements at 4 study sessions. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning Commission then held two follow-up study sessions. Currently, an inclusionary housing ordinance is being drafted. In the meantime, applicants for projects of 5 or more units have been strongly encouraged to include a percentage of the proposed units as affordable to low-to-moderate-income households. As a result, the 15-unit project approved by the Planning Commission this year at 1 San Bruno Avenue will include 1 unit affordable to a low-income household and 1 unit affordable to a moderate-income household, and the 30-unit project approved by the City Council this year at 3710-3760 Bayshore Boulevard will include 2 units affordable to low-income households and 3 units affordable to moderate-income households. The proposed 188-unit project at the Quarry currently before the City Council consists of 129 single-family and 59 multi-family residential units, including units of both types proposed to be dedicated as affordable to low- and moderate-income households (9 and 19 units respectively).

<b>Policy H7</b>	<b>Encourage utilization of a density bonus to provide housing affordable to very-low- and/or low-income households.</b>
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*Program H7a: Amend the zoning ordinance consistent with California Government Code Section 65915 to include provisions for density bonuses for affordable housing.*

Purpose: Encourage provision of affordable units.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2002, the Planning Commission considered density bonuses at two study sessions. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning Commission then held follow-up study sessions. Currently, a density bonus ordinance is being drafted.

***Program H7a(1): Consider a program to conditionally approve density bonuses greater than that provided in Government Code Section 65915 for projects that address special needs.***

Purpose: Encourage provision of affordable units.

Time Frame: June 2003.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2002, the Planning Commission considered density bonuses at two study sessions. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning Commission then held follow-up study sessions. Currently, a density bonus ordinance is being drafted.

***Program H7a(2): Evaluate a fee waiver program for affordable housing projects.***

Purpose: To encourage the provision of affordable units.

Time Frame: Annually, as part of budget review.

Responsible Parties: City Council.

Funding Source: City funds.

Status: In 2002, the Planning Commission considered reduced fees as an incentive to provide in addition to a density bonus at two study sessions. In 2004, the City Council and Planning Commission held a joint study session on the subject, and the Planning Commission then held follow-up study sessions. Currently, a density bonus ordinance is being drafted.

<b>Policy H8</b>	<b>Examine ways in which housing construction costs may be reduced.</b>
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***Program H8a: Study hillside development to see if housing development costs can be reduced on hillside lots through the use of innovative design and grading practices.***

Purpose: Provide advice and assistance to applicants in reducing development costs on hillside lots.

Time Frame: December 2003.

Responsible Parties: Community Development Department, Public Works Department.

Funding Source: City funds.

Status: In 2003, the City Council adopted detailed regulations for the R-BA District to allow density transfer from the upper to the lower portions of the Brisbane Acres subarea. Also in 2003, the Planning Commission adopted guidelines for its review of grading permits, encouraging grading that is minimized or designed to fit with the natural topography and that avoids large exposed retaining walls. The City Council is still considering amendment of the

parking regulations to allow driveways to be used in common between multiple building sites, which could require less grading than individual driveways.

<b>Policy H9</b>	<b>Seek private and public funding sources for affordable housing construction.</b>
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***Program H9a: Encourage housing developers to participate in available affordable housing programs sponsored by governmental agencies, such as:***

- a. Mortgage Credit Certificate Programs***
- b. State and Federal Homeownership Assistance Programs***
- c. State Rental Housing Construction Programs***
- d. Other programs as they become available.***

Purpose: Assist in providing affordable units within market rate projects.

Time Frame: Ongoing.

Responsible Party: Community Development Department.

Funding Source: City funds.

Status: In 2004, the City sponsored a very-well-attended seminar for first-time home buyers.

***Program H9b: Encourage housing developers to work in concert with nonprofit housing development organizations and lending institutions to incorporate affordable housing units in development projects.***

Purpose: Assist in providing affordable units within market rate projects.

Time Frame: Ongoing.

Responsible Party: Community Development Department

Funding Source: City funds.

Status: The Redevelopment Agency's first-time home buyer program for low and moderate buyers established with Brookfield Homes and Weyerhaeuser Mortgage Corporation for the Northeast Ridge expired in 1999. In 2004, the Redevelopment Agency directed staff to prepare a new citywide first-time home buyer's program, and a very-well-attended seminar for first-time home buyers was held. This year, the Redevelopment Agency entered into a Disposition, Development and Loan Agreement with Peninsula Habitat for Humanity to transfer property for the development of two affordable housing projects at (20) Plumas Street and (700) San Bruno Avenue.

***Program H9c: Support the Human Investment Program (HIP)'s program to provide counseling to older homeowners on home equity conversion opportunities.***

Purpose: Allow very-low- and low-income seniors to remain in their homes.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, City Council; *Private Sector:* Nonprofit organizations.

Funding Source: City funds, other funds.

Status: See Program H2e.

<b>Policy H10</b>	<b>Encourage owners of rental housing to participate in the Section 8 rent subsidy program and other rental assistance programs as they become available.</b>
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***Program H10a: Remain in close communication with the County Housing Department and the County Housing Authority to be informed about the availability of rent subsidies and to inform them of the availability of units for rental assistance programs.***

Purpose: Facilitate the use of rental subsidy programs.

Time Frame: Ongoing.

Responsible Party: Community Development Department.

Funding Source: City funds.

Status: Ongoing.

<b>Policy H11</b>	<b>Study alternatives for use of the City's Redevelopment Low and Moderate Income Housing Fund to provide affordable housing, and support affordable housing programs as opportunities arise and funds become available.</b>
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***Program H11a: Develop an ongoing relationship with nonprofit housing development corporations in order to take advantage of opportunities to supplement Redevelopment Low and Moderate Income Housing Funds to create affordable housing.***

Purpose: Facilitate affordable housing development.

Time Frame: Ongoing.

Responsible Party: *Public Sector:* Community Development Department; *Private Sector:* nonprofit housing development organizations.

Funding Source: City funds, private funds.

Status: In addition to the City's past relationship with Bridge Housing Corp. to construct the City's senior housing development using a \$175,000 loan from the County HOME Program, the Redevelopment Agency entered into a Disposition, Development and Loan Agreement with Peninsula Habitat for Humanity this year to transfer property for the development of two affordable housing projects at (20) Plumas Street and (700) San Bruno Avenue, which qualified for AHP funds. Peninsula Habitat for Humanity is also getting a \$140,000 loan from the County CGBG consortium, which is administered jointly with the HOME program.

***Program H11b: Purchase appropriate vacant sites to land bank for future affordable housing projects.***

***&***

***Program H11b(1): Implement the PFP land use designation in the General Plan so that the City has the first opportunity to consider surplus lands owned by public agencies as potential housing sites.***

Purpose: Provide sites for affordable housing development.

Time Frame: Ongoing as opportunities arise.

Responsible Parties: Community Development Department, City Manager, City Council, Redevelopment Agency.

Funding Source: City funds, Redevelopment Low and Moderate Income Housing Funds.

Status: In 2002, the Redevelopment Agency approved purchase of vacant property at (348) Monterey Street, in addition to an existing adjoining mixed-use structure at 163 Visitacion Avenue for a future affordable housing development. In 2003, the Redevelopment Agency approved purchase of vacant property at (700) San Bruno Avenue for future affordable housing development, which is now approved for development by Peninsula Habitat for Humanity. No zoning ordinance implementing the PFP land use designation has been adopted.

***Program H11c: Acquire and rehabilitate vacant/abandoned/deteriorated residences and make them available as affordable housing.***

Purpose: Preserve very-low-, low- and moderate-income housing units.

Time Frame: Ongoing as opportunities arise.

Responsible Parties: Community Development Department; City Manager, City Council; Redevelopment Agency.

Funding Source: City funds, Redevelopment Low and Moderate Income Housing Funds.

Status: See Program H11b.

***Program H11d: Examine how Redevelopment Low and Moderate Income Housing Funds and municipal and assessment bonds could be used to subsidize development costs in privately financed residential and mixed-use projects.***

Purpose: Reduce costs of developing affordable housing.

Time Frame: June 2003.

Responsible Party: Community Development Department

Funding Source: City funds, Redevelopment Low and Moderate Income Housing Funds.

Status: This year, redevelopment funds are being used to write down 100% of the land value in transferring the properties at (20) Plumas Street and (700) San Bruno Avenue to Peninsula Habitat for Humanity. Redevelopment funds will also be used to make a construction loan of up to \$355,000, which will be rolled over into silent second mortgages on these homes.

***Program H11e: Continue and expand the City's first-time homebuyer program using low- and moderate-income housing funds to subsidize mortgage finance costs.***

Purpose: Provide home ownership opportunities for moderate income households.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Redevelopment Agency.

Funding Source: Redevelopment Low and Moderate Income Housing Funds.

Status: In 2004, the Redevelopment Agency expanded the First-Time Homebuyer Program to apply citywide. Approximately 60 applications have been submitted with 19 qualifying, but no loans have been made, because none of the qualified applicants were able to find a suitable home to buy.



***Program H11f: Collaborate with the County of San Mateo and other agencies with very-low-, low- and moderate-income rehabilitation programs to expand the scope and eligibility for assistance.***

Purpose: Maintain affordable housing stock.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Redevelopment Agency, County of San Mateo Housing and HCD programs.

Funding Source: Redevelopment Low and Moderate Income Housing Funds.

Status: The County's rehabilitation program currently has sufficient funds to fund all qualifying applications. The City has an agreement with the County to allow it to operate this program in Brisbane and receive CDBG funds for the program on the City's behalf.

***Program H11g: Assist self-help and sweat equity construction and rehabilitation projects.***

Purpose: Develop and maintain affordable housing units.

Time Frame: Ongoing as opportunities arise.

Responsible Parties: Public Sector: Community Development Department, Redevelopment Agency; Private Sector: Nonprofit housing development organizations.

Funding Source: City funds; Redevelopment Low and Moderate Income Housing Funds.

Status: This year, the Redevelopment Agency entered into a Disposition, Development and Loan Agreement with Peninsula Habitat for Humanity for the development of two self-help/sweat-equity housing projects at (20) Plumas Street and (700) San Bruno Avenue.

***Program H11h: Use Redevelopment Low and Moderate Income Housing Funds to provide leverage for state and federal programs for affordable housing that require a local match.***

Purpose: Leverage available funds for affordable housing development.

Time Frame: Ongoing as opportunities arise.

Responsible Parties: Community Development Department, City Council, Redevelopment Agency.

Funding Source: Redevelopment Low and Moderate Income Housing Funds .

Status: See Program H11d.

***Program H11i: Provide financial assistance in the form of loans or grants to retrofit existing units for special needs households.***

Purpose: To maintain affordable housing stock for special needs households.

Time Frame: Ongoing as opportunities arise.

Responsible Parties: Community Development Department, City Council, Redevelopment Agency.

Funding Source: Redevelopment Low and Moderate Income Housing Funds .

Status: See Program H11f.

***Program H11j: Evaluate City fee schedules for processing development applications and consider providing a subsidy for projects providing affordable very-low- and low-income housing.***

Purpose: Lower costs of development for affordable very-low- and low-income housing.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Finance Department, City Council, Redevelopment Agency.

Funding Source: Redevelopment Low and Moderate Income Housing Funds.

Status: At study sessions in 2002, the Planning Commission considered reduced fees as an incentive to provide in addition to a density bonus. Currently, a density bonus ordinance is being drafted.

***Program H11k: Encourage the State of California and the Federal Government to restore and enhance subsidy programs for affordable housing similar to those that have proven successful in the past in assisting low- and very-low- income households and households with special needs, such as Section 202, Section 8 New Construction, Section 8 Moderate Rehabilitation and Rental Rehabilitation Programs.***

Purpose: Provide new and rehabilitated affordable housing units.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, City Council, Redevelopment Agency.

Funding Source: City funds.

Status: Ongoing.

***Program H11l: Encourage the State of California to amend Housing Element and Redevelopment Law to allow cities to combine their Redevelopment Low and Moderate Income Housing Funds to fund joint projects at the most suitable locations for affordable housing.***

Purpose: Expand opportunities to provide affordable housing.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, City Council, Redevelopment Agency.

Funding Source: City funds.

Status: The City Manager has been working with other members of the County's Housing Endowment Program to get legislation enacted.

<b>Policy H12</b>	<b>Assist in publicizing energy conservation programs and weatherization services that provide low or no cost energy conservation inspections and assistance.</b>
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***Program H12a: Provide information about home energy conservation programs and the financial benefits of energy conservation through articles in the Brisbane Star, water bill inserts, flyers, bulk mailing or other local sources of public information.***

Purpose: Reduce housing costs for very-low-, low- and moderate-income households.

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, *Private Sector:* PG&E and other energy providers.

Funding Source: City funds.

Status: Informational links will be added to the City's website.

***Program H12b: Encourage energy conservation retrofitting of existing homes in conjunction with home repairs and renovation by providing accessible public information on code requirements and recommended improvements.***

Purpose: To reduce housing costs for very-low-, low- and moderate-income households.

Time Frame: Ongoing.

Responsible Party: Community Development Department.

Funding Source: City funds.

Status: Compliance with Title 24 energy conservation requirements are included in the front counter handout for residential building permit submittal requirements. Informational links will be added to the City's website.

<b>Policy H13    Publicize water conservation programs and develop local measures to assist very-low-, low- and moderate-income households manage their utility costs.</b>
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***Program H13a: Provide information about water conservation programs and the financial benefits of water conservation through articles in the Brisbane Star, water bill inserts, flyers, bulk mailing or other local sources of public information.***

Purpose: Reduce housing costs for very-low-, low- and moderate-income households.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Finance Department.

Funding Source: City funds.

Status: In 2002, an article on water conservation was included in the "Brisbane Star," and a water bill insert on the subject was distributed.

***Program H13b: Consider opportunities to make low-flow and other conservation devices available to very-low-, low- and moderate-income households and provide counseling on conservation measures for landscape irrigation.***

Purpose: Reduce housing costs for very-low, low- and moderate-income households.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Finance Department, City Manager, City Council.

Funding Source: City funds.

Status: In 2003, a "water waste" ordinance was adopted by the City Council. In 2004, the Open Space and Ecology Committee's proposed program to provide conservation education to all residents was approved by the City Council.

**Policy H14 Promote sustainable development that addresses affordability through the use of solar sensitive design in new housing development projects.**

***Program H14a: Enforce Title 24 energy conservation requirements and require project design to take advantage of natural heating and cooling and the benefits of solar access to the extent possible given site constraints.***

Purpose: Reduce housing costs for very-low-, low- and moderate- income households.

Time Frame: Ongoing.

Responsible Parties: Community Development Department.

Funding Source: City funds.

Status: In 2003, the Planning Commission approved the inclusion of lightwells in a 30-unit condominium project, and in 2004, recommended requiring the provision of stub-outs for future photovoltaic panel connections, in addition to solar water-heating panels, for a 60-unit single-family subdivision. This year, the Planning Commission approved a 15-unit condominium project designed around an atrium to provide natural through-ventilation for all of the units, and the City Council approved photovoltaic panels for the Peninsula Habitat for Humanity projects.

**Policy H 15 Promote rehabilitation of substandard residential structures while maintaining their affordability to very-low-, low- and moderate- income households.**

***Program H15a: Establish a voluntary code inspection program to identify basic safety and sanitation problems. Within this program, disseminate information about basic safety improvements, such as fire extinguishers and smoke detectors.***

Purpose: Correct unsafe conditions.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Fire Department

Funding Source: City funds.

Status: The Fire Department provides home safety information on its webpage.

***Program H15b: At least once a year, actively publicize and encourage the use of County, State and Federal programs for low-interest rehabilitation loans by owners of older residential units. Work with the San Mateo County Housing Rehabilitation Program to develop a promotional strategy. Seek available State and Federal funds.***

Purpose: Rehabilitate single-family and multi-family dwellings.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, County of San Mateo Housing Rehabilitation Program, State and Federal Rehabilitation Programs.

Funding Source: City funds.

Status: The County Office of Housing provides brochures on housing rehabilitation loan programs that are made available to the public at City Hall.

***Program H15c: Examine the zoning ordinance regulations pertaining to nonconforming residential uses and structures to determine if amendments to the regulations could facilitate private sector maintenance and improvement of these properties.***

Purpose: Remove unnecessary governmental constraints.

Time Frame: June 2003.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2003, the City Council adopted Ordinance No. 478, updating the City's regulations for nonconforming uses and structures, which, for example, allowed maintenance, repair and expansion of nonconforming duplexes.

<b>Policy H16    Protect the character of existing residential neighborhoods.</b>
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***Program H16a: Continue to develop master plans to maintain and upgrade public infrastructure in residential neighborhoods. Seek grants and other special funds to supplement utility and gas tax funds to implement improvement projects.***

Purpose: Provide safe infrastructure.

Time Frame: Ongoing. Review annually in Capital Improvement Program planning

Responsible Parties: Public Works Department, City Manager, City Council.

Funding Source: City funds, utility funds, grants and special funds.

Status: The Water Master Plan, Sewer Master Plan and Storm Drainage Master Plan were developed in 2003. The Capital Improvement Program for Fiscal Year 2004-05 included improvements to the water and sewer systems paid for by the utility fund and pavement maintenance paid for by Measure A and gas tax funds. The 2005-06 CIP added seismic upgrades to water storage tanks paid for by the utility fund and an EPA grant.

***Program H16b: Continue to refine zoning district and other regulations pertaining to new residential development in subareas outside of Central Brisbane in conformance with the policies in the 1994 General Plan.***

Purpose: Encourage safe and affordable housing compatible with existing uses.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Public Works Department, Fire Department.

Funding Source: City funds.

Status: In 2000, the SCRO-1 District regulations for the Southwest Bayshore subarea and the PD District regulations, which apply to the Northeast Ridge and Northwest Bayshore subareas, were updated. In 2003, the Fire Code and the R-BA District regulations were updated. The City Council is currently considering a recommendation from the Planning Commission to prezone the Quarry site to Planned Development-Residential.

<b>Policy H17</b> <b>Assure that new development absorbs the cost of mitigating the environmental, social and service impacts it brings to the community.</b>
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***Program H17a: For new development applications, condition approvals so that proper fees and charges are levied to cover the costs of the development to the community. Consider subsidizing fees for projects which provide a significant proportion of housing units affordable to very-low- and/or low-income households.***

Purpose: Equitably allocate the costs of new development without constraining affordable housing development or adversely affecting housing costs for the existing community .

Time Frame: Ongoing.

Responsible Parties: *Public Sector:* Community Development Department, Public Works Department, Fire Department, City Manager, Planning Commission, City Council; *Private Sector:* Property owners and developers.

Funding Source: City funds, private funds.

Status: In 2002, the Building Permit fees and Public Works Department fees were comprehensively revised. In 2003, the Fire Department fees were comprehensively revised. The Master Fee Schedule was updated this June. In 2002, the Planning Commission considered reduced fees as an incentive to provide in addition to a density bonus. A density bonus ordinance is currently be drafted.

***Program H17b: Require fiscal impact studies for residential and non-residential projects that could have a significant effect on the City's ability to provide services.***

Purpose: Augment the information given decision-makers in the environmental review of a proposed project.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Finance Department, City Manager.

Funding Source: Property owners and developers.

Status: Although no implementing ordinance has been adopted, a fiscal impact study was done for the proposed residential development of the Quarry.

***Program H17c: Continue to revise the Zoning regulations to include mixed-use and live-work housing consistent with the policies in the 1994 General Plan.***

Purpose: Provide housing opportunities close to jobs and reduce traffic.

Time Frame: December 2002.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2000, the SCRO-1 District regulations were adopted. In 2002, the NCRO-2 District zoning regulations were adopted. In 2003, the Home Occupation regulations were updated.

<b>Policy H18</b> <b>Regulate the development of environmentally sensitive and hazardous lands to assure the mitigation of significant impacts.</b>
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***Program H18a: Work with responsible agencies to protect identified environmentally sensitive areas, including, but not limited to, wetlands, riparian habitat, critical wildlife habitat, geologically hazardous areas, areas subject to flooding, visually prominent or sensitive areas, and electric transmission line corridors.***

Purpose: Protect the environment and public health and safety.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Public Works Department, Fire Department.

Funding Source: City funds.

Status: The City continues to work with the U.S. Fish & Wildlife Service, the California Department of Fish & Game, the San Mateo County Parks & Recreation Department, the U.S. Army Corps of Engineers, the Regional Water Quality Control Board, the U.S. Geological Survey, FEMA, PG&E and other public and private agencies.

***Program H18b: Revise the zoning ordinance regulations pertaining to Transferable Development Rights (TDRs) to be simpler and more comprehensive so that the program can act to conserve sensitive open space and conservation areas and place housing development where it can be best served by infrastructure and public safety services. Consider enhancing the program by increasing the ratio of units permitted to be transferred.***

Purpose: Provide housing opportunities and preserve environmentally sensitive lands.

Time Frame: Ordinance revisions completed by June 2003.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Funding Source: City funds.

Status: In 2003, the R-BA District's density transfer provisions were revised by the City Council to be more specific without changing the original ratio. This year, the City approved its first density transfer project, allowing for the development of 3 single-family residences in exchange for the dedication of 1 acre of open space.

***Program H18c: Adopt an ordinance requiring that all new housing development be constructed to achieve an interior noise level of 45dB CNEL or less, based on aircraft noise events.***

Purpose: Mitigate aircraft noise impacts upon residential uses.

Time Frame: December 2002.

Responsible Party: Community Development Department, City Council.

Funding Source: City funds.

Status: In 2003, the Planning Commission concluded that, based upon average aircraft flyover noise, this standard could be achieved under the California Building Code without local amendment.

<b>Policy H19    Evaluate and update the Housing Element.</b>
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***Program H19a: Review and update the Housing Element as necessary to remain consistent with the comprehensive General Plan.***

Purpose: Maintain the internal consistency of the General Plan.

Time Frame: Ongoing.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Status: The Housing Element was adopted October 15, 2002. No General Plan Amendments have been adopted since that would affect the Housing Element. This year, a General Plan Amendment was adopted to remove the PFP land use designation from the former fire station site at (700) San Bruno Avenue to allow development of two single-family homes by Peninsula Habitat for Humanity.

***Program H19b: Prepare an annual report to the City Council and State Department of Housing and Community Development on progress made in implementing the General Plan and Housing Element policies and programs.***

Purpose: Evaluate progress in conjunction with budgetary analysis.

Time Frame: Annually.

Responsible Parties: All City departments.

Status: The Housing Element was adopted October 15, 2002. This is the third annual report.

***Program H19c: Undertake and complete Housing Element updates in accordance to the timeframes established by the State Department of Housing and Community Development.***

Purpose: Meet the requirements of State law.

Time Frame: As stated by State law.

Responsible Parties: Community Development Department, Planning Commission, City Council.

Status: The Housing Element was adopted October 15, 2002. No update is required until 2006.



STATUS OF HOUSING DEVELOPMENT PROPOSALS  
January 1, 1999-September 30, 2005

	VLI	LI	MI	AMI	Total
Certificates of Occupancy Issued:	4	2	8	331	345
Building Permits Issued (No C/O):				16	16
Building Permit Applications Submitted:	7	1	1	18	27
Planning Permits Issued (No BP):		2	3	37	42
Planning Permit Applications Submitted:		9	19	174	202
Regional Housing Need Determination:	107	43	112	164	426

KEY: Units are listed by furthest step in the development process, and totals do not reflect any previous demolitions.

VLI: Affordable to very-low-income households

LI: Affordable to low-income households

MI: Affordable to moderate-income households

AMI: Affordable to above-moderate-income households

